



Contractor's College Program

2004 WASHINGTON D.C.



About the Program

Turner Construction Company, the largest commercial construction company in America, offers its Contractor's College Program to the Washington D.C. business community. The program, developed by Turner, is a part of Turner's National effort to solicit, provide training and extend bid opportunities to small, minority and woman business enterprises. The Contractor's College will be offered by Turner and taught by Turner or other industry professionals. Proceeds to benefit the Greater Washington Urban League's Capital Campaign. Classes will be held on the campus of Howard University in the Blackburn Center; however, note that this program is **not a part of Howard's academic curriculum.**

How Do You Participate

If you are interested in participating in the Contractor's College Program, please complete the enclosed registration form with a check in the amount of \$100, made payable to Turner Construction Company. Your completed registration form and check should be mailed to Turner Construction Company, 3865 Wilson Boulevard, Suite 300, Arlington, Virginia, 22203 (ATTN: Darien C. Grant). **Registration form and payment should be received no later than February 27, 2004. For more information regarding the program, you may contact Darien C. Grant at 703/841-5224 or dgrant@tcco.com.**

Classes & Dates

- Introduction
March 09, 2004
- Estimating & Bidding
March 16, 2004
- Contract Considerations
March 18, 2004
- Project Management
March 23, 2004
- Developing a Business Plan
March 25, 2004
- Establishing and Managing Credit
March 30, 2004
- Marketing and Business Development
April 1, 2004
- Scheduling for Profit
April 6, 2004
- Bonding and Insurance
April 8, 2004
- Graduation & Business Networking
April 23, 2004

Co-Sponsors* & Partners

- Doracon Contracting***
- Howard University***
- Greater Washington Urban League
- National Association of Minority Contractors
- Prince George's County Chamber of Commerce
- Washington D.C. Dept of Parks & Recreation
- Washington D.C. Office of Local Business Development
- Washington Hispanic Newspaper



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DESCRIPTION OF COURSES

CONTRACT CONSIDERATIONS

The class will offer tips and techniques on analyzing contracts. Considerations of (1) what is a contract and (2) the various types of contracts will be discussed. The course also addresses major considerations that should be taken before signing a contract will be addressed.

ESTIMATING & BIDDING

Basic techniques of estimating will be discussed and further accompanied by scenarios and examples. Considerations of (1) why do an estimate and (2) what is an estimate will be a focus. A discussion of the various types of estimating tools will be addressed.

PROJECT MANAGEMENT

The class will focus on key aspects of managing a project: project start up, document controls and project closeout. Additionally, emphasis will be placed on managing the contract throughout the life of a project.

DEVELOPING A BUSINESS PLAN

Tip and techniques on the structure of a business plan will be discussed. The importance of not only developing a business plan, but also updating it will be a focus area. In a workshop format, the students will be challenged with hands on training to update their current business plan.

ESTABLISHING AND MANAGING CREDIT

The class will focus and provide details on how to establish a credit line. Once established, managing the credit line becomes important. This class will provide pertinent information for any company that relies on a lending institution for funding.

MARKETING & BUSINESS DEVELOPMENT STRATEGIES

Techniques and strategies on putting a face on a business will be offered. This class will offer tips on what major corporations are looking for when interacting with small businesses. When to say no to a business proposition will be key area of discussion.

SCHEDULING FOR PROFIT

The class will focus on developing a schedule, importance of a schedule and the various uses of a schedule. Techniques in maintaining a project schedule will be a key focus area. An emphasis will be place on the impact scheduling has on project cost.

BONDING AND INSURANCE

The class will focus on the various type of insurance needs. Additionally, bonding and how to obtain bonding will be discussed. The student will be provided forms to complete in efforts to access their bonding capability with a local bonding company.

GRADUATION & BUSINESS NETWORKING

In concluding the program, the graduation will be a semi formal dinner that will allow the participants to network with invited guest. The guest will include local community leader and corporate representatives. The participants will receive awards for their participation.

DID YOU KNOW? *Many of the firms that complete the Contractor's College Program are not in the construction industry. The program provides training on concepts that are key for operating a business. Whether an individual is considering starting a business, a company is seeking training for new employees or a company is looking for tips and strategies on expanding its operation, the Contractor's College Program has proven to be a sound tool that provides relevant training for today's business person.*



Turner

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APPLICATION FORM

Company Name: _____

Principal Officer: _____

Company Representative (if different): _____

Address: _____

Phone No: _____ Fax No: _____

E-mail Address: _____ Web Site: _____

Years in Business: _____ Gross Sales (for the company's last fiscal year): _____

Company's bonding capacity: _____

Industry Discipline (Please provide information on the discipline(s) that best describe the company's services): _____

Check the following, as applicable to the company:

_____ MBE _____ WBE _____ 8(a) _____ Other _____ None

List your firm's certifications (include the jurisdiction): _____

_____ Service contractor _____ Supplier/Vendor

List licenses: _____

_____ I would like to attend; please reserve my seat. My payment for \$100 is included.

_____ No, I will not be able to attend; however, keep informed of other upcoming training.

A completed registration form and \$100 payment is required per person. Payment should be mailed to Turner Construction Company, 3865 Wilson Boulevard, Arlington, Virginia, 22203 (ATTN: Darien C. Grant). **Payment should be made payable to Turner Construction Company.**